

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 16, 2015
CC: All Departments

Carter



Important Notes to All:

The March Wellness Materials have all been posted to the web. Please tell your employees! Please return your surplus inventory to Alison by CoB 03/25 together with any pictures of unique items. Remember this means we have to quickly bid out our acquisitions as well!!!

Business Session: The following supplements or substitutes for memos in your packet:

- III. 7. This is the annual budget amendment to implement the COLA adjustments to trigger on 04/01. The police CBA is not in here. This was a freestanding warrant article that simply adds to the total adopted for the operating budget.
- 8. This is to comport the Personnel Policy to the recently approved CBA in accord with the side letter agreed to between the Union and the BoS. It also adjusts the permitted use of leave time to be in whole hours (per the prior CBA) and adds 1 hour "Call-In" for the firefighters to account for the change to their compensation program.

Workshop: N/A

Weekly Activities: We held the final opening session for employees, spouses and dependents aged 18+ for the 2015 wellness program. Suissevale has expanded their offer of the sue of eth lands on States Landing to allow us to leave the dredged materials there after dewatering provided we rough grade and plant the area. I had a number of people come up at Town Meeting to thank us for the community announcements (such as the one for the recent election) on the CodeRED. It's always a delicate balance between keeping folks informed and pestering them and it seems we may have hit the right balance.

Finance & Personnel: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday, the Highway crew checked trucks #10 and 7 for state inspections and made necessary repairs. The crew picked up 2 pallets of water for facilities, pulled the sander from truck #4 so it could be used for other purposes. Weight limit signs were prepared and Agent Kinmond conferred with neighboring communities and NHDOT on weight limit posting timelines. The crew assisted with election poll set-up. On Tuesday the crew checked trucks #3 and 2

for state inspections and made necessary repairs. Seasonal pot holes were cold patched East and West. The crew did ice rink maintenance, and took over truck #4 for general highway maintenance use. Agent Kinmond attended CPS training in Concord. On Wednesday, the crew assisted with the take down of the polls, and delivered items to the Academy for Town Meeting. The crew did stockpile maintenance, checked truck #6 for state inspection, cold patched roads off of Moultonboro Neck. The crew also did sign maintenance and split firewood. Agent Kinmond was called out at 9 p.m. for a tree down on Kona Farm Road, just before Wallace Point Road found by the Police Department. Agent Kinmond responded and with the assistance of Officer Melanson cut and removed it. On Thursday, Agent Kinmond was out at 5:30 a.m. for a dusting of wet snow. A portion of the crew treated roads, schools and facilities with deicer due to slippery conditions. The crew installed a toolbox on the grader and tightened bolts on the sub-frame of truck #6's dump body. Agent Kinmond worked with the Town Administrator on contracts for Shaker Jerry culverts, flooring, and the "Neck" Fire Department roof. Agent Kinmond attended a Highway Safety Committee Meeting on the Village area lane narrowing and a request for the Selectmen to reconsider a previously made recommendation. Agent Kinmond reviewed and prepared information for a driveway permit on Melly Lane. On Friday, the crew did equipment maintenance, prepared for the weekend's forecast of snow and ice, and posted seasonal weight limit signs on Town roads. On Saturday, Agent Kinmond attended the School and Town Meeting. At 5 p.m., he was then called out by MPD due to snow and freezing rain conditions. Agent Kinmond called out two members of the On Call crew to treat roads with deicer. On Sunday, at 5:30 a.m., Agent Kinmond was out checking road conditions from the overnight and light snow. At 8 a.m., Agent Kinmond called out three members of the On-Call crew to assist with plowing and treating Town paved roadways. At 5:30 p.m. Agent Kinmond was back out checking roads after the day long snow, which left varying amounts of snow (1-3") Town wide. The crew was called at 6:30 p.m. and the paved Town and private roads were plowed and treated with deicer. The roads were clear at 10 p.m.

Facility & Grounds: The crew handled a couple of snow events this week, and work orders: PSB - Election poll set-up and take down; HVAC question by BOS; Town Hall - sign removal and drywall patching, handicapped front door; Lions Club - called for repair of recycling bin cover; Highway Garage - mezzanine storage area reorganization, and inventory.

Moultonborough Police Department: The Moultonborough Police Department recorded 465 log entries, which included the following calls for service: 21 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 5 MV Accidents, 3 MV Complaints, 8 residential alarms, 4 commercial alarms and 5 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 142 calls for emergency service. For the period of 3/5/2015 to 03/12/2015 there were 17 calls for service: (7) Medical Emergencies, (1) Motor Vehicle Accident, (1) Gas leak, (1) Arcing, shorted electrical equipment, (3) Good intents, (2) Alarm system activations due to malfunction and (2) Alarm system activations with no fire. We received automatic aid twice, once from Center Harbor and once from Tuftonboro.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:55 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:23 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:12 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: During the week of 3/6/15 to 3/12/15 the department recorded the following activity: Two requests for burning information, issued one permit to install and operate oil burning equipment, recorded one notification of blasting activity on Black Cat Island, conducted one departmental staff meeting with call company personnel, conducted one work session with call company personnel. On 3/11/15 Chief Bengtson, Lt. Shipp and Firefighters Greene and Searles attended MayDay training in Tilton, Deputy Buckler attended chimney fire training in New Hampton. New Driver/Operator training was conducted with probationary firefighter Wakefield with the Day Shift staff.

Development Services: Nothing to report this week.

Town Planner: The four approved zoning amendments have been successfully integrated into the Official Zoning Ordinance and copies have been sent to NH OEP, the Town Clerk and to Board Members. All links on the Town's Web Page have been updated with the new document. As an adjunct to their work on the Moultonborough Bay Inlet Watershed Study, FB Environmental will be doing the remainder of the Town for the build-out analysis to be added to the Land Use Chapter of the Master Plan. Since the bulk of the work is included in the grant work, it is a good idea to piggy-back and save some money to get this needed task accomplished. The Planning Board began preparation of their annual work plan that may include tackling one or two zoning amendments for next year, in addition to the Master Plan and some minor changes to site plan review and subdivision regulations. In-house Planning Board training began last meeting, and will continue for a few more meetings.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week Donna Tatro went to Primex for training on Risk Management for the Recreation Professional. Donna T. and Dan also participated in an online webinar training session for Safe Sitter Instructors last Thursday. This week, the Recreation Staff will participate in a webinar with the Peak Software Company to update us on their products. Softball "early bird" registrations are due on Tuesday, March 17, with a registration deadline of March 27. Currently, Recreation staff is working on our Summer 2015 programs and brochure. Next week, Dan will attend the Primex Supervisor Academy.

Important Dates to Remember

Selectmen's Meeting & Public Hearing, March 19, 2015, 7 PM

Selectmen's Work Session, March 26, 2015, 4 PM

*** Staff Meeting, March 20, 2015 @ 9 AM ***